
Immediate Termination Letter to Employee

Dear [Employee Name],

This letter serves as formal notice of your immediate termination from [Company Name], effective as of [Date]. This action is the result of [reason for immediate termination, e.g., violation of company policy, misconduct]. Given the seriousness of this situation, we find it necessary to terminate your employment without further delay.

Immediate Effects of Termination

[Include details about compensation, benefits, and the return of company property.]

Legal and Procedural Notes

[Outline any legal or procedural information relevant to the immediate termination.]

Your cooperation in concluding your employment matters swiftly and professionally is appreciated.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]